

**PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Regular Meeting  
May 26, 2020**

**CALL TO ORDER**

The regular meeting of the Placer County Resource Conservation District (District /RCD) Board was called to order by RCD Chair Claudia Smith at 4:02 p.m. on a Zoom online meeting.

**MEMBERS AND OTHERS PRESENT**

Directors Present: Claudia Smith  
Stephen (Steve) Jones  
Christine Johnson  
Patricia (Patti) Beard  
Mica Heilmann

Absent Directors: Steven (Steve) Garcia  
Thomas (Tom) Wehri

Others Present: Sarah Jones, RCD Executive Director  
Maddison Easley, RCD Employee  
Kate Espinola, RCD Employee  
Chris Robbins, District Conservationist, NRCS  
Allison Erny, New RCD Employee  
Moondance Foxmarnick, RCD Temporary Worker

**APPROVAL OF AGENDA**

Chris Robbins requested for his report to be moved before New Business. Steve Jones moved to approve the amended agenda, Patti Beard seconded, and the motion passed unanimously.

(Roll Call: Patti Beard, Claudia Smith, Steve Jones and Mica Heilmann)

**PUBLIC COMMENT**

Allison Erny and Moondance Foxmarnick provided background and brief introductions to the Board.

**APPROVAL OF PREVIOUS MINUTES**

Patti Beard moved to approve the meeting minutes from the regular Board Meeting held on April 28, 2020. Steve Jones seconded, and the motion passed unanimously.

(Roll Call: Patti Beard, Claudia Smith, Steve Jones, and Mica Heilmann)

## **FINANCIAL REPORTS**

Sarah Jones presented the financial reports. Sarah requested the Finance Committee meet to develop the new fiscal year's budget. The Board accepted the financial as presented.

(Roll Call: Patti Beard, Claudia Smith, Steve Jones, and Mica Heilmann)

## **AGENCY REPORTS**

### **NRCS REPORT**

Chris Robbins, District Conservationist for the Natural Resources Conservation Service announced the Auburn office will receive a Pathways Student starting in June. Chris reported the Auburn office is allowing appointments, but no walks-ins until the new office rules are approved. Chris also reported applications for Forest Health, RCPP and large contracts are being reassessed.

## **BUSINESS**

### **New Business:**

#### **a) Covid-19 Response**

Sarah Jones reported that granting agencies and partners are indicating that funding is secure for current contracts and agreements, even with the State budget changes. Placer County just entered phase two of reopening. Sarah recommends reopening the District's office starting June 1<sup>st</sup>. Sarah provided a document outlining COVID-19 reopening protocols. The Board supported the plan and office reopening timeline.

#### **b) Document Management Project**

Moondance Foxmarnick, a document management specialist hired through a temp agency, explained some findings and things to consider for future document management policy. An attachment was provided in the Board packet. Moondance will provide an example to the Board at the June Board meeting.

#### **c) Injury and Illness Prevention Program (IIPP)**

Sarah Jones explained the IIPP is required by Cal OSHA. The IIPP and the Code of Safe Practices will need to be in place when the Chipper Program Supervisors are hired. Mica Heilmann moved to adopt the IIPP and Code of Safe Practices. Steve Jones seconded, and the motion passed unanimously.

(Roll Call: Patti Beard, Claudia Smith, Christine Johnson, Steve Jones, and Mica Heilmann)

#### **d) GASB 75 Report**

Claudia Smith read the recommendation of the GASB 75. Steve Jones moved to adopt the GASB 75 report. Christine Johnson seconded, and the motion passed unanimously.

(Roll Call: Patti Beard, Claudia Smith, Christine Johnson, Steve Jones, and Mica Heilmann)

**e) Auditing Services – Request for Proposal (RFP)**

Sarah Jones announced she has put together a Request for Proposal for Auditing services. The District will do a public post in the local newspaper. The Board will allow Sarah to move forward with the RFP process.

**Old Business:**

**f) Staff Reports**

Maddison Easley reported she is still doing site visits with landowners and to the Auburn Shaded Fuel Break project. Maddison also announced she completed the Coordinated Watershed project. Both invoice and final report were submitted to CAL FIRE.

Kate Espinola reported she is still processing vendor invoices on a normal schedule.

**BOARD COMMITTEE/LIASON REPORTS**

No report was given.

**DIRECTORS REPORTS**

Claudia Smith announced the Employee Handbook has a schedule for completion. Board members will receive the Employee Handbook to review by June 16<sup>th</sup>. The Board will discuss at the June 23<sup>rd</sup> Board meeting. Claudia Smith also reported the SCRMC Board is getting quotes to complete the audit.

**FUTURE AGENDA ITEMS**

Future agenda items to include: Employee Handbook review, Document management preview from Moondance, Auditor proposal approval

**ADJOURNMENT**

Steve Jones moved to adjourn the regular meeting. Christine Johnson seconded, and the motion carried unanimously. The regular meeting was adjourned at 5:45pm.

(Roll Call: Patti Beard, Claudia Smith, Christine Johnson, Steve Jones, and Mica Heilmann)

The next regular board meeting is scheduled for June 23, 2020 from 4:00 pm to 6:00 pm on a Zoom online meeting call, details to follow.